

**STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURT
COURT INTERPRETER PROGRAM**

Special Spring 2023 Orientation Seminar Announcement and Registration Form

Announcement Section

All court interpreter candidates for all foreign languages must complete an orientation session conducted by the Delaware Administrative Office of the Courts as the first step in the credentialing and registration process to become certified court interpreters in the State of Delaware.

The Administrative Office of the Courts will offer a one-day orientation session:

WHEN:
Saturday, May 20, 2023
9:00 a.m. – 4:00 p.m.

WHERE:
Rt. 9 Library and Innovation Center
3022 New Castle Ave. New Castle, DE 19720
Room number: Multi-purpose room B
Participation via Zoom will be available for candidates
that are unable to travel.

Registration Deadline: Friday, May 12, 2023.

The fee for the Orientation is \$65 for Delaware residents and \$120 for out-of-state candidates who reside within 100 miles round-trip of any Delaware Courthouse.

This orientation will include the following topics:

- ◆ *Skills required to become an interpreter*
- ◆ *The role of the court interpreter*
- ◆ *Modes of interpretation*
- ◆ *A day in the life of a court interpreter*
- ◆ *The Delaware courts*
- ◆ *Testing – written and oral exams*

Important- Please read below

- Candidates must attend the entire Orientation.
- Registrations will not be refunded or postponed if you fail to appear for the orientation, you arrive late, or cancel your registration after the deadline of 5:00 PM May 12, 2023. The exception to this policy is if you are feeling sick at any time before the orientation and need to cancel.
- If you experience COVID-19 symptoms or experience another medical reason that would prevent you from participating in this event, you will be given the opportunity to register for an alternative date (to be determined) or request a refund of your registration fee if one was received.
- Court interpreter seminar and exam procedures were modified to comply with the Judicial Emergency issued March 15, 2020, to slow the spread of COVID-19. Please read all announcements carefully and visit our Response to COVID-19 web page before visiting a courthouse, at <https://courts.delaware.gov/aoc/covid-19.aspx>
- Spots to attend the Orientation Seminars are limited. Please register early.
- If you have any questions, please contact the Coordinator via email at jennifer.figueira@delaware.gov

Please keep this page for your records.

If you have questions about the Program or what is required to work as a court interpreter, please contact the CIP Coordinator at jennifer.figueira@delaware.gov

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Special Spring 2023 ORIENTATION SEMINAR
[Registration Section](#)

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3022 New Castle Ave., New Castle, DE 19720

Room number: Multi- purpose room B; 9:00 am to 4:00 PM

Participation via Zoom will be available for candidates who are unable to travel.

If you wish to enroll in this court interpreter orientation seminar, please complete the registration form and mail it with your payment by 5:00 PM Friday, May 12, 2023 to the address below.

Please complete all the fields and return the registration form with payment by the deadline.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____

Email address: _____

☐ Foreign Language(s) - Please list: _____

☐ Interpreter for Deaf/Hard of Hearing

PLEASE ADVISE IF ANY SPECIAL ACCOMMODATIONS ARE NECESSARY _____

Method of Payment Enclosed: ☐ Check ☐ Money Order

We are waiving the registration fee for this special Orientation. Please see instructions below to register.

~~Make check or money order payable to the State of Delaware and please write your name on the check or money order. Preference will be given to Delaware residents. All others will be admitted on a first come first serve basis for spaces remaining, if any~~

~~\$65.00 Delaware resident \$120.00 Out of state resident~~

~~Do not send cash. We cannot accept cash under any circumstance.~~

Please read both pages (announcement and registration form) carefully.

To register, E-mail the completed registration section by 5:00 PM Friday, May 12, 2023 to

court.interpreterprogram@delaware.gov; you MUST write "Orientation Registration" in the subject line.

We will review your registration form and email you a confirmation within seven days. If you do not receive a confirmation within that time, please let us know via email or by calling 302-319-8348.